



MI Prevention Program Standard Operating Guideline

Smoke Alarm Campaign Kits (SACk)

CONTACT:

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Inventory/Request:

<https://www.cognitoforms.com/MIPrevention/MichiganBFSSmokeAlarmRequest>

PURPOSE:

The purpose of this standard operating guideline (SOG) is to provide guidance and direction for implementing the MI Prevention Smoke Alarm Campaign kits (SACk).

DEADLINE:

All smoke alarms must be installed in homes **by August 1, 2019.**

DEFINITIONS:

- Cognito: An online application used to capture and manage all client, smoke alarm and CO alarm requests and installation data.
- Home Safety Assessment (HSA): A comprehensive fire safety evaluation of a residential dwelling taking place as part of the MI Prevention Program and documented in the Cognito app.
- Home Safety Assessment Team: Two or more members of MI Prevention and/or partnering fire departments and agencies that will install smoke alarms and CO alarms in residential dwellings and perform home safety assessments as part of the MI Prevention smoke alarm campaign.
- Participating Agency: Any organization or fire department that receives a MI Prevention smoke alarm campaign kit (SACk).
- Smoke Alarm Campaign kit (SACk): A kit that includes 216 smoke alarms, 36 CO alarms, MI Prevention introduction letter, SOG's, parameters letter and access the Cognito app to be used for implementing the MI Prevention smoke alarm campaign.
- "2 In/2 Out" – Two (2) members of MI Prevention and/or any partnering agency or fire department will enter and leave the resident home together for their safety.

SCOPE:

MI Prevention and participating agencies will comply with the terms of the smoke alarm campaign set forth by the Michigan State Fire Marshal and the FEMA fire prevention grant as outlined in this SOG and parameters letter included in the SACK.

RESPONSIBILITIES:

1. MI Prevention and partnering agencies will provide fire safety education while in the resident home.
2. MI Prevention and partnering agencies will complete the HSA in the Cognito app with the resident.
3. MI Prevention and partnering agencies will install smoke alarms in appropriate locations in the home (one in each bedroom, one outside sleeping areas, and at least one on each level of the dwelling) and educate the homeowner on smoke alarm function and maintenance.
4. MI Prevention and partnering agencies will install one CO alarm in an appropriate location in the home and educate the homeowner on CO alarm function and maintenance.
5. MI Prevention and partnering agencies will complete the proper documentation in the Cognito app.
6. MI Prevention and partnering agencies will maintain an accurate inventory of smoke alarms and CO alarms.

OPERATING GUIDELINES:

Participating Fire Department or Installation Partner:

1. Request and receive a SACK.
2. Follow the SOG's and parameters of MI Prevention smoke alarm campaign.
3. Identify community partners, perform community outreach, and develop public relations to promote the MI Prevention Program.
4. Ensure that the proper documentation is entered in Cognito to comply with FEMA grant rules and regulations.

Home Safety Assessment Team:

1. Ensure all SACK's and supplies for appointments are ready.
2. Comply with the 2 In/2Out requirement to ensure the safety of the home safety assessment team.
3. Give the smoke alarm manufacturing instructions to each homeowner.
4. Educate the resident(s) on how to test the smoke alarm each month.
5. Provide the educational component of the HSA to resident(s), ensuring that the survey results are fully and properly documented using the Cognito app.

6. Complete the HSA form with the resident using the Cognito app.
 - a. In the event a minor hazard is discovered, attempt to rectify situation and educate the homeowner.
 - b. If a fire or safety hazard is found that can't be rectified on site:
 - i. Communicate the finding with the homeowner.
 - ii. Document the finding in the "Notes" section of the Cognito form.
 - iii. The fire or safety hazard detail in the notes section will be forwarded to Kymberly Pashkowsky, MI Prevention Program Coordinator, via email at PashkowskyK@michigan.gov and a follow up will be completed.
7. **Install smoke alarms in all required areas of the home (one in each bedroom, one outside sleeping areas, and at least one on each level of the dwelling).**
8. Remove old/non-functional smoke alarms as needed.
 - a. If a previous hard-wired system is in place, do not remove alarms.
 - b. If additional alarms are required (i.e. alarms are out-of-date), install new smoke alarms alongside hard-wired ones as designated above
9. Document in the Cognito app the number of working smoke alarms found in residence, the number of smoke alarms removed (working or not working) from the residence, and number of new smoke alarms installed.
10. Have the resident sign the Cognito form and attempt to obtain an email address for follow-up.

SMOKE ALARM AND CO INVENTORY:

1. The Cognito app keeps an inventory of your SACK's.
2. Cognito develops reports in excel for the needs of the FEMA grant.
3. Partnering agencies are responsible for contacting the Bureau of Fire Services using the Smoke Alarm Request Form on the Cognito website if they need smoke alarms and/or other MI Prevention Program educational literature.
4. The Bureau of Fire Services will be responsible for coordination of delivery of additional smoke alarms and CO alarms to the partnering agencies.